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## VACANCY ANNOUNCEMENT

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### AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS

27130 TELEGRAPH RD

QUANTICO VA 22134

**Announcement Number:** 06-11-DEV-1

**Open:** Monday, 20 Jun 2011 – Monday, 27 Jun 2011 (2400 hrs, EST)

----- **POSITION INFORMATION** -----

**Position/Series/Grade:** Criminal Investigator, GL/GS-1811-07/09/11 Target 12

**Base Salary:** \$38,511 - \$78,355 per annum (LEAP and locality pay authorized, but not included in this figure)

**Location:** Worldwide

**Work Schedule:** Full-time

**Number of Positions:** This announcement will be used to establish a standing register. Qualified applicants will receive consideration for entry level vacancies as they become available and up to 1 year after the closing of this announcement.

**Type of Appointment:** Excepted Service

**Area of Consideration:** All qualified applicants. No civil service status required. Subject to the DoD Priority Placement Program.

- If there is a sufficient number of local qualified applicants, the area of consideration MAY be limited to the local commuting area.

**Emergency Essential:** This announcement may be used to fill Emergency-Essential positions. Applicant must be willing to sign an emergency essential agreement. An emergency essential position may require the incumbent to perform duties and requirements of the position during a crisis situation or wartime. This could entail a temporary or permanent relocation as well as the possibility of remaining in the area when others are evacuated. Due to the mission essential nature of this position, concurrent membership in the U.S. Military Reserve would conflict with performance of the duties of this position. If you are selected for this position and are presently a Reserve member, you will be required to transfer to another category of the Reserve component or resign from the Reserves prior to your appointment to the position. ***You may be required, as a condition of employment, to take a series of vaccinations and annual boosters to immunize you against anthrax and other diseases. Failure to take required immunizations may lead to your removal from this position or separation from Federal service.***

**Mobility:** Worldwide. Applicants **must be willing** to accept assignment throughout their career anywhere in the U.S. and/or in overseas locations. This includes the initial assignment. Appointment requires execution of a mobility agreement. Duties may be performed in a deployed environment.

**Maximum Age for Original Appointment:** This announcement will be used to fill primary Law Enforcement Officer (LEO) positions, i.e., the duties of the position are primarily investigation, apprehension, or detention of the individuals suspected/convicted of offenses against criminal laws of the United States and are sufficiently rigorous that employment opportunities are limited to young and physically vigorous individuals. DoD has determined that applicants for original appointment to primary LEO positions must be appointed before their 37th birthday. This provision is automatically waived for applicants with veterans preference. Otherwise, Air Force may approve an exception to this requirement only based on compelling hardship to the AFOSI mission. Applicants who are past age 37 but previously served in a primary LEO position may be reinstated to a primary LEO position in accordance with DoDI 1400.25, Volume 336. In order to receive consideration under this announcement, you must include your date of birth in your application package and, if applicable, proof of previous service in a federal civilian law enforcement position covered by the special retirement provisions, i.e., last SF-50.

**Duties:** Plans and conducts criminal investigations of alleged or suspected violations of the Uniform Code of Military Justice (UCMJ) and/or criminal laws (e.g., Titles 10 & 18, U.S.C) of the United States affecting Air Force personnel and resources. Interviews and interrogates witnesses/suspects; conducts crime scene examinations; examines records and files; prepares written reports of investigations; performs undercover assignments; conducts surveillance; and testifies in courts martial/hearings/trials.

-----**QUALIFICATION AND EVALUATION CRITERIA**-----

**AREA OF CONSIDERATION:** All qualified applicants. No civil service status required. Position is subject to the DoD Priority Placement Program. **\*\*\*You must be a U.S. Citizen to apply\*\*\***

## **QUALIFICATIONS**

To qualify for the GL-7 level, applicants must meet one of the following qualification requirements:

- **Education:** Applicant has a bachelor's degree from an accredited college or university with a cumulative grade point average of at least a 3.0 or has completed at least one full year of graduate level education (i.e. 18 semester hours).
- **Experience:** Applicant has at least one year of specialized experience equivalent to the GS-5 level which is in or directly related to the line of work of the position. Specialized experience includes such things as: conducting routine investigations for developmental purposes, or as part of a team or task force; serving subpoenas; participating in the execution of search warrants; seizing evidence; conducting interviews and/or interrogations; taking affidavits from suspects and witnesses; conducting routine surveillance; testifying in court as a witness to events or to explain basic procedures; preparing reports of routine investigations; and assisting in arrests.
- **Combination of Education and Experience:** Applicant possesses a combination of specialized experience and related under graduate/graduate level education as described above.

To qualify for the GL-9 level, applicants must meet one of the following qualification requirements:

- **Education:** Applicant has a master's or equivalent graduate degree from an accredited college or university with a cumulative grade point average of at least a 3.0 or has completed at least two full years of graduate level education in a related field.
- **Experience:** Applicant has at least one year of specialized experience equivalent to the GS-7 level, which is in or directly related to the line of work of the position. Specialized experience includes investigating complex criminal cases that: involve such crimes as espionage, terrorism, crimes against property, violence against people, larceny, computer hacking,

acquisition fraud, drug use and distribution, financial misdeeds, military desertion, corruption of the contracting process; require the use of recognized investigative techniques.

- Combination of Education and Experience: Applicant possesses a combination of specialized experience and graduate level education as described above.

### **QUALITY RANKING FACTORS:**

**Applicants possessing the following quality ranking factors will receive preference and an additional 5 points added to their overall ranking score.**

#### **Language proficiency in:**

##### **-- Foreign Language proficiency, especially**

- Turkish
- Chinese (any dialect)
- Arabic
- Russian
- Japanese
- Spanish
- French
- Korean

**If you are claiming a language you MUST provide the following information:**

- Language
- Can prepare and give lectures: Fluently or with difficulty?
- Can speak and comprehend: Fluently or with difficulty?
- Can translate articles: Fluently or with difficulty?
- Can read articles for Own Use: Fluently or with difficulty?
- Test Score from Defense Language Institute (DLI) or Foreign Service Institute (FSI) if applicable.
- Please provide substantiating documentation if applicable.
- Testing may be required prior to selection.

#### **Computer proficiency:**

- Programming and/or development
- Networking
- Intrusion protection/prevention
- Computer Forensics

### **ADDITIONAL REQUIREMENTS:**

Compliance with each of the following requirements is mandatory, as a condition of employment with AFOSI. Any applicant who does not/cannot meet and/or abide by these requirements will be disqualified from the hiring process.

**Training:** If selected, as a condition of employment, applicants must successfully graduate from the Federal Law Enforcement Training Center's (FLETC) 11-week Criminal Investigators Training

Program (CITP) and the 8-week United States Air Force Special Investigations Academy (USAFSIA) in Glynco, GA.

**Probation:** Permanent appointment to this position is subject to a 1-year probationary period.

**Security Clearance:** This position requires a Top Secret security clearance. Favorable completion of a Single Scope Background Investigation (SSBI) is required before appointment to this position.

**AFOSI Suitability Evaluation:** This position requires the favorable completion of an AFOSI Suitability Evaluation before appointment.

**Polygraph Examination:** Applicants may be required to undergo and achieve favorable results on a counterintelligence scope polygraph examination.

**Drug Testing and Prior Use:** All applicants must pass a pre-employment drug test. Employees are subject to random urinalysis drug testing throughout their career with AFOSI.

**Prior Criminal Activity:** Applicants who have been convicted of any felony crime or of a misdemeanor crime of domestic violence are automatically disqualified from consideration for this position.

**Mobility Agreement:** This position requires employees to agree to and sign a worldwide Mobility Agreement. Employee duty location is based on the needs of the Air Force. Applicants **must** be willing to accept assignment, whether a deployment, temporary duty or permanent change of station, anywhere in the world throughout their career with AFOSI.

**Firearms:** The duties of this position require the incumbent to carry a firearm. Applicants must meet initial and continuing AFOSI qualifications in the use of firearms. Under Title 18 USC, Section 922(g)(9), the Lautenberg Act, anyone who has been convicted of a misdemeanor crime of domestic violence is automatically disqualified from being appointed to a position requiring the possession of a firearm or ammunition.

**Emergency Essential Personnel/Positions:** This vacancy announcement may be used to fill an Emergency Essential (EE) position. Incumbents of EE positions may be required to perform key duties and requirements during a crisis situation or wartime. This could entail a temporary or permanent relocation as well as the possibility of remaining in an area when others have been evacuated. Incumbents must pledge their willingness to fulfill these additional responsibilities by signing an EE agreement.

- Due to the mission essential nature of EE positions, concurrent membership in the military reserves could conflict with the performance of these duties. If you are selected for an EE position and are also an active reservist, ***you will be required to transfer to an inactive status*** or resign from the reserves prior to your appointment.

**Medical, Health and Fitness Requirements:** The duties of this position require moderate to arduous physical exertion involving standing, walking, running, the use of firearms, and exposure to inclement weather. Manual dexterity with comparatively free motion of finger, wrist, elbow, shoulder, hip, and knee joints is required. Arms, hands, legs, and feet must be sufficiently intact and functioning in order that applicants may perform the duties satisfactorily. Sufficiently good vision in each eye, with or without correction, as well as adequate hearing is required in order to perform duties safely and satisfactorily. Since the duties of this position are exacting and responsible, and involve activities under trying conditions, applicants must possess emotional and mental stability.

Any physical condition that would cause the applicant to be a hazard to themselves or others is disqualifying.

- Applicants must successfully pass a pre-employment medical examination (including vision, hearing, cardiovascular and mobility of extremities) by an authorized Government physician and be determined physically able to perform duties without being a hazard to themselves or others.
- Employees may be required to take a series of vaccinations and immunizations.
- Applicants and employees must be physically fit in order to perform strenuous and physically demanding duties. Employees may be subject to periodic physical fitness testing and be held to established standards.

**Driver's License:** This position requires that the incumbent possess and maintain a valid state driver's license.

**Direct Deposit:** All Federal employees are required to have their salary payments made by direct deposit to a financial institution of their choosing.

**Other Requirements:**

- Employees may be subject to overtime in excess of 50 hours per week, as required.
- Employees may be required to travel, to include the use of military/commercial aircraft.
- All male applicants born after December 31, 1959, must have registered for the Selective Service.

**VETERANS' PREFERENCE:** Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions (i.e., with an honorable or general discharge) may be eligible for veterans' preference in accordance with OPM guidance found at:

<http://www.opm.gov/staffingPortal/Vetguide.asp>. Visit the Department of Labor elaws website to determine your preliminary eligibility: <http://www.dol.gov/elaws/vets/vetpref/choice.htm>.

**BENEFITS:**

- **Law Enforcement Availability Pay (LEAP):** LEAP is approved for this position to compensate employees for duty in excess of a 40-hour workweek.
- **Locality Pay:** This position is authorized locality pay based on the location of permanent assignment.
- **Federal Law Enforcement Retirement Coverage:** This position meets the eligibility criteria for primary law enforcement retirement under both the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS). Employees covered by either retirement system that reach age 50 or over, with at least 20 years of service as a law enforcement officer, are qualified for law enforcement retirement. In addition, employees covered by FERS (all new hires to the Federal government), of any age, with at least 25 years of service as a law enforcement officer are qualified for law enforcement retirement. Employees who reach age 57 with at least 20 years of service as a law enforcement officer is subject to mandatory retirement.
- Initial relocation expenses may or may not be funded.
- A relocation bonus may or may not be authorized.
- Subsequent Permanent Changes of Station (PCS) will be funded.
- More information on federal employee benefits can be found at: <http://www.usajobs.gov/ei61.asp>

-----APPLICANT SUITABILITY REQUIREMENTS-----

Applicants **MUST** submit the following requirements. Failure to submit each of these documents will result in applicant **NOT** being considered for AFOSI positions.

- Resume (please list GPA for college degree)
- Transcripts (unofficial copy is acceptable for initial application, if selected, official copy will be required)
- OF 306 - Click here [http://www.opm.gov/forms/pdf\\_fill/of0306.pdf](http://www.opm.gov/forms/pdf_fill/of0306.pdf) for access to the OF-306. You **MUST** print, complete, sign, date and attach to your application for consideration.
- AFOSI Agency Questionnaire (Attached. You **MUST** print, sign, date and attach to your application for consideration).
- Current Federal civil service employees must submit a copy of their most recent SF-50 (Notification of Personnel Action).
- Tentative Veterans Preference will be given to all eligible applicants who meet the criteria. To receive preference applicants must provide: Copy 4 of the DD214 reflecting an honorable discharge. To receive 10-point preference, in addition to **Copy 4 of the DD-214**, you must submit an SF-15, Claim for Veteran's Preference (10-point veteran), **plus** proof from the Department of Veterans Affairs **dated within the last 12 months** or from a branch of the Armed Forces, certifying to the present existence of the veteran's service-connected disability of less than 10% with your application.
- Active duty military members must be within 180 days of their established date of separation/retirement by the date of receipt of the application and proof of separation **MUST** be provided at time of application (proof of separation can be: retirement/separation orders, a letter from the servicing MPF stating eligibility to separate or retire)
- The Defense Authorization Act of Fiscal Year 1998 (Public Law 105-85) of November 18, 1997, contains a provision (section 1102 of Title XI) which accords veterans' preference to everyone who served on active duty during the period beginning August 2, 1990, and ending January 2, 1992, provided, of course, the veteran is otherwise eligible. This means that anyone who served on active duty during the Gulf War, regardless of where or for how long, is entitled to preference if otherwise eligible (i.e., have been separated under honorable conditions and served continuously for a minimum of 24 months or the full period for which called or ordered to active duty). The Defense Authorization Act of Fiscal Year (Public Law 109-163) Operation Iraqi Freedom during the period beginning September 11, 2001 and ending as of the close of Iraqi Freedom contains a provision which accords veterans' preference to everyone who served on active duty for a period of more than 180 consecutive days any part of which occurred during this period of time, regardless of location, is entitled to veterans' preference if otherwise eligible.

**If you are selected for this position, proof of Veteran's Preference, Education, Licenses, Certificates, will be required prior to appointment.**

-----OTHER REQUIREMENTS OF THE POSITION-----

- Successful background investigation. This requirement may take 120 days or longer after notification of selection.
- Must sign a worldwide mobility agreement.
- Must sign an Emergency-Essential agreement and notice of requirement to participate in the anthrax/smallpox vaccine immunization program.
- May be subject to overtime as required.
- Must possess emotional stability and be physically able to perform duties without being a hazard to themselves or others.
- Must pass a pre-employment medical examination.
- May be required to travel using military/commercial aircraft.
- Subject to completion of basic and specialized AFOSI investigative courses which include rigorous physical fitness testing.
- Will be subject to periodic physical fitness evaluations.
- Appointment is subject to a 1-year probationary period if one has not been completed previously.
- Must be proficient in the use of firearms to AFOSI standards. Maybe required to carry firearms.
- Is subject to random urinalysis testing as a condition of employment, because the position is designated for drug testing.
- Must enroll in the direct deposit/electronic funds transfer pay program.
- Must have a valid driver's license.
- Mobilized applicants may be considered for employment with AFOSI; however you **MUST** attach a copy of your mobilization orders otherwise, your application will not be considered.
- Applications must be submitted at the non-classified level.
- May be required to undergo a counterintelligence scope polygraph examination.

-----**IMPORTANT INFORMATION**-----

*In order to receive consideration under this announcement, you must include your date of birth in your application package and proof (last SF-50) of previous service in a federal civilian law enforcement position covered by the special retirement provisions.*

Selection will be made on merit without regard to race, color, religion, sex, national origin, marital status, physical handicap, political affiliation or non-merit factor. The Department of the Air Force is an Equal Opportunity Employer.

If your application is incomplete, late, outside the area of consideration or you fail to submit the requested supplemental statements and/or the OF 306 or other required information, or you are not qualified for the position, your application will not be considered.

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**All application materials must be received by midnight (2400hrs EST) on the closing date of this announcement.**

- Applicants apply at their own expense
- If selected for interview, applicant must pay his/her own travel/lodging expenses
- Applications will be transmitted via e-mail or fax machine to be considered
- Applications will not be picked up at the main gate of this installation
- Applications may not be dropped off or hand carried
- Applicants will be notified by letter or e-mail (if available) as to the status of their application, e.g., qualified, non-qualified, incomplete, or ineligible as soon as possible after receipt. Please do not contact this office concerning status.
- Applications will not be returned to applicants. Applicants must meet all eligibility requirements by the closing date of the announcement
- If selected, male applicants born after 31 December 1959 must confirm their selective service registration status
- If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action

-----HOW TO APPLY -----

Submit all application materials to:

[AFOSI-Civilian-Recru@ogn.af.mil](mailto:AFOSI-Civilian-Recru@ogn.af.mil)

For **subject** of email, please use, "06-11-DEV-1, Last name, First name"

If you send multiple emails, use, "06-11-DEV-1, Last name, First name – 1 of 2 emails. Etc."

If applicant doesn't have access to a computer, documents may be faxed to: 571-305-8225.

Please use cover sheet with: "AFOSI/DP, Attention Recruiting Manager"

-----PREFERRED RESUME FORMAT -----

The following preferred resume format is being provided for your use. **Resumes should be limited to three pages, but may be in any format.** Submission of this specific format is not mandatory; however it is preferred and contains the required information.

**Cover Sheet**

- Announcement Number
- Title of Position
- Full name, mailing address (with zip code), day and evening telephone numbers, e-mail address (if available)
- Social Security Number
- Date of Birth
- Highest level of degree, month and year completed, address of colleges/universities attended.
- Veteran's Preference (**5 or 10 point Veteran's preference (if applicable).**)
- Any foreign language capabilities
- Any computer forensics/networking knowledge
- Country of Citizenship
- Signature and Date



## **Body of Resume**

- **Work Experience:** Work experience for each paid and nonpaid job related to the position for which you are applying should be addressed individually for each time period: include job title, grade/rank, duties and accomplishments, employer's name and address, supervisor's name and current phone number, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor.
- **Education Level:** Name and address of high school and date of diploma or GED; name and address of colleges/universities, majors and type and year of degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours) (Official transcripts will be required prior to appointment).
- Include GPA for college degree programs completed

## **Other Qualifying Information**

- Job related training courses.
- Special skills (e.g., OFCO and/or counterespionage training and experience, languages, or other skills noted in the quality ranking factors noted above).
- If you possess particular language skills, please identify the language and describe proficiency levels as shown at the beginning of the announcement.
- Please provide DLI FSI test scores, if applicable.
- Certificates or job related licenses.
- Honors, awards, and special accomplishments.
- Veteran's Preference (SF-15, VA Letter dated within last 12 months, if applicable).
- Reinstatement Eligibility (SF-50 is needed for documentation purposes).
- Retired/Separated Military (Copy 4 of DD-214, proof of separation if within 180 days, if applicable).
- Highest federal civilian grade held, if applicable.
- Current Federal Employees must provide copy of current SF-50.

OPTIONAL FORM 306, DECLARATION FOR FEDERAL EMPLOYMENT  
CONTINUATION OF #16  
AFOSI AGENCY QUESTIONS FOR GS-1811 POSITIONS

1. Have you ever used marijuana? \_\_\_\_\_ (If yes, provide details/circumstances such as approximate dates, how many times, setting, when was the last time, etc).
2. Have you ever used an illegal drug or combination of illegal drugs, other than marijuana? \_\_\_\_\_ (If yes, provide details/circumstances).
3. Have you ever used an illegal drug while employed? \_\_\_\_\_ (If yes, provide details/circumstances). Have you ever used an illegal drug while in a law enforcement or prosecutorial position? \_\_\_\_\_ (If yes, provide details/circumstances).
4. Have you ever sold, supplied or distributed illegal drugs? \_\_\_\_\_ (If yes, provide details/circumstances).
5. Have you ever used alcohol in excess where it prevented you from working? \_\_\_\_\_ (If yes, provide details/circumstances).
6. Have you ever been arrested, charged, or convicted of domestic abuse, domestic assault, or assault? \_\_\_\_\_ (If yes, provide details/circumstances).
7. Have you ever been arrested, charged, imprisoned, or convicted of any felony or misdemeanor crime? \_\_\_\_\_ (If yes, provide details/circumstances).
8. Have you ever declared bankruptcy? \_\_\_\_\_ (If yes, provide details/circumstances).
9. Have you been an officer or a member of or contributed to an organization that is dedicated to the overthrow of the United States Government and that engages in illegal activities with the specific intent to further that end? \_\_\_\_\_ (If yes, provide details/circumstances).
10. Have you engaged in activities designed to overthrow the United States Government by force? \_\_\_\_\_ (If yes, provide details/circumstances).

USE ADDITIONAL SPACE AS NEEDED TO PROVIDE DETAILS FOR ANY QUESTION  
ANSWERED “YES”

You MUST print, complete, sign, date and attach to your application for consideration.